

STATE NEW HIRE REPORTING INFORMATION

State	Reporting Timeframe (non-magnetic media only)	Data Elements	Method of Transmission	Reporting of Independent Contractors?
Alabama				
(334) 353-8491 (phone) (334) 242-8956 (fax) Website: www.newhire@dir.state.al.us E-mail: newhire@dir.state.al.us BBS: (334) 242-0525	7 days	W-4 elements, first day of work, newly hired or recalled; Optional: job refusal indicator (if employee received a job offer)	mail, fax, magnetic tape, cartridge tape, diskette, bulletin board system (BBS), website, internet upload	No
Alaska				
(907) 269-6089 (phone) (877) 269-6685 (toll-free phone) Alaska only (907) 787-3197, 3181 (fax) (907) 269-6077 (fax) Website: www.csed.state.ak.us/employers/employerinformation.htm	20 days	W-4 elements; Optional: date of birth, date of hire, employer's state EIN	mail, fax, magnetic tape, cartridge tape, CD, and diskette	No
Arizona				
(888) 282-2064 (phone--new hire) (602) 340-0555 (phone--new hire) (602) 252-4045 (phone--child support) (888) 282-0502 (fax) (602) 340-0669 (fax) Website: www.az-newhire.com E-mail: az-newhire@policy-studies.com FTP: ftp.az-newhire.com EFT: (602) 340-0703	20 days	W-4 elements	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, EFT	No
Arkansas				
(800) 259-2095 (phone) (501) 376-2125 (phone) (800) 259-3562 (fax) (501) 376-2682 (fax) Website: www.ar-newhire.com Email: ar-newhire@policy-studies.com	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	mail, fax, magnetic tape, cartridge tape, diskette, website	No
California				
(916) 657-0529 (phone) (916) 255-0951 (fax) Website: www.edd.ca.gov/taxrep/txner.htm	prior to the new employee's 20th day of work	W-4 elements, employee's start date, CA employer account number; Optional: employer branch code (if assigned)	mail, fax, magnetic tape, diskette, website	Yes, if paid \$600 or more per year

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Colorado				
(800) 696-1468 (303) 297-2849 (phone) (303) 297-2595 (fax) Website: www.newhire.state.co.us	20 days	W-4 elements	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Connecticut				
(860) 263-6310 (phone--new hire) (800)228-5437(phone--child support) (800) 816-1108 (fax) Website: www.ctnewhires.com Email: ctnewhires@po.state.ct.us	20 days	W-4 elements, date of hire; Optional: CT unemployment insurance number, contact name, and phone	mail, fax, magnetic tape, cartridge tape (50 min.), website	As of Oct 1, 2003, report ICs if over \$5000/year payment is anticipated
Delaware				
(302) 326-6024, x 188 (302) 326-6232 (fax) Website: www.state.de.us/dhss/dcse/page3.html Email: newhires@state.de.us	20 days	W-4 elements	mail, fax, email, magnetic tape, cartridge tape, diskette	No
District of Columbia				
(877) 846-9523 (toll-free) (877) 892-6388 (toll-free fax) Website: www.new-hires.com/dc E-mail: dcnh@new-hires.com	20 days	W-4 elements; Optional: date of hire, date of birth, gender, employer contact and phone number	phone, fax, mail, magnetic tape, car- tridge tape, diskette, email	No
Florida				
(888) 854-4791 (phone--new hire) (850) 656-3343 (phone--new hire) (888) 854-4791 (customer service) (888) 854-4762 (toll-free fax) (850) 656-0528 (fax) Website: www.fl-newhire.com Email: fl-newhire@policy-studies.com	20 days	W-4 elements, date of hire, address for income withholding order; Optional: date of birth, FL unemployment compensation account number	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No

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Georgia				
(888) 541-0469 (phone) (404) 525-2985 (phone) (888) 541-0521 (fax) (404) 525-2983 (fax) Website: www.ga-newhire.com Email: ga-newhire@policy-studies.com BBS or FTP: (404) 523-5863	10 days	W-4 elements, date of birth, date of hire, employer's phone number, state of hire; Optional: medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
Guam				
(671) 475-3360 (phone) (671) 477-6118 (fax) Website: www.guamcse.net	20 days	W-4 elements, date of birth	mail, fax	Yes for Guam government contractees
Hawaii				
(808) 692-7029 (phone) (808) 692-7001 (fax) Website: http://kumu.icsd.hawaii.gov/csea/newhire.html	20 days	W-4 elements, date of hire	fax, mail, magnetic tape, cartridge tape, diskette	No
Idaho				
(800) 627-3880 (phone) (208) 332-8941 (phone) (208) 332-7411 (fax) Website: www.jobservice.us/newhire Email: newhire@jobservice.us , newhire@labor.state.id.us	20 days	W-4 elements, date of hire, employer's unemployment insurance account number	mail, fax, diskette, website, e-mail	No
Illinois				
(800) 327-HIRE [4473] (phone--new hire) (312) 793-0322 (phone--new hire) Cedric Woods, manager (312) 793-9856 (technical information) (217) 557-1947 (fax) Website: www.ides.state.il.us/employer/newhire/general.htm E-mail: Nhire@ides.state.il.us	20 days	W-4 elements; Optional: date of hire, address for income withholding orders	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail	No

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Indiana				
(866) 879-0198 (toll-free phone) (317) 612-3028 (phone-Indianapolis metro area) (800) 408-1388 (fax) or (317) 612-3036 (fax) (317) 612-3036 (fax-Indianapolis metro area) Website: www.in.gov or www.in-newhire.com (866) 879-0198, ext. 111 (technical support) Email: rkuhn@policy-studies.com	20 days	W-4 elements, date of hire; Optional: date of birth, state of hire; medical insurance	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Iowa				
(515) 281-5331 (phone) (800) 759-5881 (fax) Website: https://secure.dhs.state.ia.us/epics/	15 days	W-4 elements, date of birth, date of hire, employer's phone, medical insurance availability, date of med insurance qualification, address for income withholding	mail, fax, magnetic tape, cartridge tape	Yes*
Kansas				
(888) 219-7801 (phone) (785) 296-5025 (phone) (888) 219-7798 (fax) (785) 291-3423 (fax) Website: www.hr.state.ks.us/home-html/newhires.htm E-mail: newhires@hr.state.ks.us FTP: ftp.hr.state.ks.us/incoming/newhires	20 days	W-4 elements	mail, fax, diskette, website, FTP	No
Kentucky				
(800) 817-2262 (phone) (800) 817-0099 (fax) Web site: www.new-hires.com/ky/ E-mail for questions/corrections only-no reports: E-mail: kynewhire@new-hires.com	20 days	W-4 elements; Optional: date of birth, state of hire, date of hire, KY employer ID number, medical insurance availability, contact phone	mail, fax, magnetic tape, diskette, website, file upload via Internet	No

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Louisiana				
(888) 223-1461 (phone) (225) 342-4591 (phone) (888) 223-1462 (fax) (225) 342-4529 (fax) Website: www.dss.state.la.us/html/new_hire_registry.html Email: clauw@dss.state.la.us	20 days	W-4 elements, occupation; Optional: date of hire	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP, e-mail	No
Maine				
(800) 845-5808 (in-state only) (207) 624-7880 (800) 442-6003 (phone, child support) (800) 437-9611 (fax) (207) 287-6882 (fax) Website: www.state.me.us/dhs/bfi/dser/New_Hire.htm Email: maine.newhire@state.me.us	7 days	W-4 elements, date of birth, date of hire/rehire, employer's Maine Dept. of Labor number and phone number; Optional: availability of medical insurance coverage, income, income frequency, occupation, employee's phone number	phone, mail, fax, magnetic tape, diskette, e-mail, website	Yes, for the State when acting as a contracting agency and any contractor who contracts with the State, or subcontractor thereof (per ME I D 629)
Maryland				
(410) 281-6000 (phone-customer service) (888) 657-3534 (fax) (410) 281-6004 (fax) Website: www.mdnewhire.com Email: md-newhire@policy-studies.com	20 days	W-4 elements, date of hire, MD unemployment account number (SUIN); medical insurance availability, starting wage/salary, pay frequency; Optional: date of birth, gender, employer contact, phone, and fax	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail	No
Massachusetts				
(617) 626-4154 (new hire info and technical support) (617) 887-5049 (fax) Website: www.cse.state.ma.us/programs/newhire/nh_temp.htm Email: PDUmail@shore.net	14 days	W-4 elements, date of hire or reinstatement	mail, fax, website (Mail to: DOR PO Box 7032 Boston, MA 02204)	Yes, if paid \$600 or more/year

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Michigan				
(800) 524-9846 (phone) (517) 318-1659 (fax--5 or fewer per week) Website: www.new-hires.com/mi/ Email: minewhire@new-hires.com	20 days	W-4 elements; Optional: date of birth, date of hire, driver's license number	mail, fax, magnetic tape, cartridge tape, diskette (free data entry software), email website, FTP	No
Minnesota				
(800) 672-4473 (phone) (651) 227-4661 (phone) (651) 227-4991 (fax--metro area) (800) 692-4473 (fax--outside metro area) Website: www.mn-newhire.com Email: mn-newhire@policy-studies.com FTP: ftp.mn-newhire.com EFT: (651) 222-4539 EFT: (888) 305-7101	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer contact and phone number	phone, mail, fax, magnetic tape, cartridge tape, diskette, FTP, EFT, website	The state and all political subdivisions of the state are required to report ICs; Optional for private employers
Mississippi				
(800) 241-1330 (phone) (404) 808-9016 (phone) (800) 937-8668 (fax) Website: www.new-hires.com/mississippi E-mail: mississippi@new-hires.com	15 days	W-4 elements, date of hire, contact name, state EIN; Optional: date of birth, state of hire, gender	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail	No
Missouri				
(800) 585-9234 (phone--employer hot line) (573) 526-8699 (phone--employer hot line) (800) 859-7999 (phone--gen. info) (573) 526-8079 (fax) Website: www.dss.state.mo.us/cse/newhire.htm E-mail: askcse@mail.state.mo.us E-mail: askcse@mail.dss.state.mo.us	20 days	W-4 elements, date of hire (or date W-4 signed)	mail, fax, magnetic tape, cartridge tape	No

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Montana				
(888) 866-0327 (phone) (406) 444-9290 (phone) (888) 272-1990 (fax) (406) 444-0745 (fax) Website: www.state.mt.us/revenue/css/3forbusinesses/08newhire.asp E-mail: dbogle@state.mt.us	20 days	W-4 elements, date of hire, employer's Cust. ID number, employer's phone, fax; Optional: date of birth, state of hire, employee's home and work phones, medical insurance availability, date of qualification	phone, mail, fax, modem, c	No
Nebraska				
(888) 256-0293 (phone--new hire) (402) 691-9957 (phone--new hire) (402) 479-5555 (phone--child support) (888) 430-6906 (fax) Website: www.NEnewhire.com E-mail: contact@NEnewhire.com (info only) FTP: ftp.Nenewhire.com	20 days	W-4 elements; Optional: state of hire, employer contact and phone number, date of birth, date of hire; medical insurance availability	mail, fax, magnetic tape, cartridge tape, diskette, website	No
Nevada				
(888) 639-7241 (phone) (775) 684-8685 (phone) (775) 687-4487 (phone--technical info.) (775) 684-8681 (fax) Website: http://www.welfare.state.nv.us/child/newhires.htm#newhire	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, NV EIN	mail, fax, magnetic tape, cartridge tape, diskette	No
New Hampshire				
(800) 803-4485 (phone) NH Employment Security Office (603) 229-4371 (phone) NH Employment Security Office-New Hire (888) 783-3598 (fax) (603) 229-4324 (fax) Website: www.nhes.state.nh.us Email: sbird@state.nhes.nh.us	20 days	W-4 elements; NHES employer account number, employer's phone; Optional: date of hire, contact, work state, type of hire (employee or contractor)	mail, fax, magnetic	Yes

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New Jersey				
(888) 624-6339 (toll-free phone) (877) NJ HIRES (654-4737) (toll-free phone) (609) 689-1900 (phone) (800) 304-4901 (toll-free fax) Website: www.nj-newhire.com E-mail: newjersey@nj-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, gender	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, e- mail	Yes - but if contractor is resistant, then employer is not responsible
New Mexico				
(888) 878-1607 (phone) (505) 995-8230 (phone) (888) 878-1614 (toll-free fax) (505) 995-8232 (fax) (800) 288-7207 in NM (child support info) (800) 585-7631 outside NM (child support info) Website: www.nm-newhire.com E-mail: nm-newhire@policy-studies.com E-mail not for new hire reporting FTP: (505) 820-6987	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer's payroll address, contact, phone, medical insurance availability	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
New York				
(800) 972-1233, option 1 (phone) (518) 438-3152 (multistate & magnetic media info) (518) 438-3715 (fax) Website: www.tax.state.ny.us/wt/newhire.htm	20 days	W-4 elements; Optional: date of hire	mail, fax, magnetic tape, cartridge tape, diskette	No
North Carolina				
(888) 514-4568 (phone--new hire) (919) 877-1011 (phone--new hire) (919) 874-0092 (technical support) (919) 877-1019 (fax) Website: www.ncnewhires.com E-mail: customerservice@ncnewhires.com E-mail: techsupport@ncnewhires.com	20 days	W-4 elements, state EIN; Optional: date of birth, date of hire, employer contact, phone	mail, fax, magnetic tape, cartridge tape, diskette, website	No

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North Dakota				
(800) 755-8530 (phone, in-state only) (701) 328-3582 (phone) (701) 328-5497 (fax) (800) 366-6889 (for TYY service) Website: www.childsupportnd.com E-mail: sohire@state.nd.us	20 days	W-4 elements; Optional: date of birth, date of hire, state EIN	mail, fax, magnetic tape, cartridge tape, diskette, e-mail, EFT (using Expedite software), website	No
Ohio				
(888) 872-1490 (phone) (614) 221-5330 (phone) (888) 872-1611 (toll-free fax) (614) 221-7088 (fax) Website: www.oh-newhire.com E-mail: oh-newhire@policy-studies.com	20 days	W-4 elements, date of birth, date of hire, state of hire; Optional: gender, Earned Income Tax Credit claim, date of termination	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail	Yes
Oklahoma				
(800) 317-3785 (phone) (405) 557-7133 (phone) (405) 557-7297 (technical info.) (800) 317-3786 (fax) (405) 557-5350 (fax) Website: www.oesc.state.ok.us/newhire Email: newhire@oesc.state.ok.us	20 days	W-4 elements, state of hire, date of hire (first day of work); Optional: occupation, salary, date of birth, OK employer account # (assigned by OESC), availability of health insurance for dependents, recall (rehire) date	mail, fax, magnetic tape, cartridge tape, diskette, website, email	No
Oregon				
(503) 378-2868 (phone--accepts collect calls) (877) 877-7415 (toll-free fax) (503) 378-2863, 2864 (fax) Website: www.dcs.state.or.us/employers.htm Email: employer.reports@doj.state.or.us	20 days	W-4 elements; Optional: employer contact name, number and address for withholding orders, employer State Employer Identification Number, date of birth, date of hire.	mail, fax, cartridge tape, diskette, CD and FTP	No

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Pennsylvania				
(888) PAHIRES [724-4737] (phone) (717) 657-HIRE (4473)(fax) Website: www.panewhires.com E-mail: reporting@panewhires.com FTP: 208.140.150.200	20 business days	W-4 elements, date of hire, employer contact name and phone; Optional: date of birth	mail, fax, magnetic tape, cartridge tape, diskette, website, e-mail, FTP	No
Puerto Rico				
(787) 767-1500 (phone) (787) 767-3882; 765-1313 (fax)	20 days	W-4 elements, employer's state ID number, date of birth, date of hire, state of hire, salary	mail, fax	No
Rhode Island				
(888) 870-6461 (new hire info) (401) 222-2847 (child support info) (888) 870-6461 (phone reporting) (888) 430-6907 (fax) Website: www.RInewhire.com E-mail: contact@RInewhire.com (info only) FTP: FTP.RInewhire.com	14 days	W-4 elements, medical insurance availability, date of availability; Optional: date of birth, date of hire, state of hire, payroll address	phone, mail, fax, magnetic tape, cartridge tape, diskette, website	No
South Carolina				
(888) 454-5294 (phone--new hire) (803) 898-9235 (phone--new hire) (800) 768-5858 (phone for child support) (803) 898-9100 (fax) Website: www.state.sc.us/dss/csed/newhire.htm	20 days	W-4 elements; Optional: date of birth, date of hire, employer's phone number	mail, fax, magnetic tape, cartridge tape, diskette, website	No
South Dakota				
(888) 827-6078 (phone) (605) 626-2942 (phone) (888) 835-8659 (toll-free fax) Website: www.state.sd.us/dol/dolui/new_hire/NH_home.htm	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	phone, mail, fax, cartridge tape, diskette, website	No

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Tennessee				
(888) 715-2280 (phone) (615) 884-2828 (phone) (877) 505-4761 (fax) Website: www.tnnewhire.com E-mail: support@tnnewhire.com	20 days Optional: 5 days (recommended to) help detect fraud in UI and WC programs)	W-4 elements, date of hire; Optional: date of birth, state of hire, gender, medical insurance availability, date of qualification, Earned Income Tax Credit availability, payroll address, whether employee has been terminated; store or location number, if available	phone (up to 2), mail, fax, magnetic tape, cartridge tape, diskette, website	No
Texas				
(888)TEXHIRE [839-4473] (phone--new hire) (800) 252-8014 (phone--child support) (800) 732-5015 (fax) Website: www.newhire.org/tx/ E-mail: tx@mail.newhire.org	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, TX EIN, salary, payday frequency, contact name	phone, mail, fax, magnetic tape, cartridge tape, diskette, website, FTP	No
Utah				
(800) 222-2857 (phone, in-state only) (801) 526-4361 (phone) (801) 526-4391 (fax) Website: http://jobs.utah.gov/newhire/	20 days	W-4 elements; Optional: date of birth, date of hire	phone (up to 3), mail, fax, magnetic tape, cartridge tape, diskette, website	No
Vermont				
(800) 786-3214 (child support) (802) 828-4286 (fax) Website: www.det.state.vt.us Email: empl@ocs.state.vt.us	20 days	W-4 elements date of hire	mail, fax, magnetic tape, cartridge tape, diskette, website, EFT	No
Virgin Islands				
(340) 776-3700, ext. 2038 (phone) (340) 774-5908 (fax) E-mail: newhire@usvi.org Website coming	20 days	W-4 elements, date of birth, date of hire, state of hire; Optional: employer's unemployment insurance ID number	mail, fax, e-mail, diskette	No

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Virginia				
(800) 979-9014 (phone) (804) 771-9733 (phone) (800) 688-2680 (fax) (804) 771-9709 (fax) Website: www.va-newhire.com Email: va-newhire@policy-studies.com modem: (804) 771-9768 FTP: www.va-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire, employer's VEC number, contact, phone	mail, fax, magnetic tape, cartridge tape, diskette, website, modem, FTP	No
Washington				
(800) 562-0479 (phone-new hire) (800) 591-2760 (phone-empl. ombudsman) (360) 586-4357 (technical support) (800) 782-0624 (fax) Website: www.wa.gov/dshs/newhire/	20 days	W-4 elements, date of birth	phone, mail, fax, magnetic tape, cartridge tape, diskette, website	No
West Virginia				
(877) 625-4669 (phone-new hire) (304) 346-9513 (phone) (877) 625-4675 (toll-free fax) (304) 346-9518 (fax) Website: www/wv-newhire.com	14 days	W-4 elements; Optional: date of birth, date of hire	phone, mail, fax, diskette, website	No
Wisconsin				
(888) 300-4473 (phone) (800) 277-8075 (fax) Website: www.dwd.state.wi.us/uinh/ Email: newhire@dwd.state.wi.us	20 days	W-4 elements; Optional: date of birth, date of hire, state of hire	phone, mail, fax, magnetic tape, cartridge tape, diskette, website	No
Wyoming				
(800) 970-9258 (phone) (307) 638-1675 (phone-within Laramie County) (800) 921-9651 (fax) (307) 638-1686 (fax) Website: wy-newhire.com	20 days	W-4 elements; Optional: date of birth, date of hire, employer contact and phone number	mail, fax, magnetic tape, cartridge tape, diskette (pre-formatted upon request), website, FTP	No

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<p>* Definition of a "contractor" in Iowa:</p> <ul style="list-style-type: none"> - Who is 18 years of age or older; - Who performs in IA and to whom a payor of income makes payments which are not subject to income withholding for child support; For whom the payor of income is required by the IRS to file a 1099 MISC form; and Who is a natural, individual person, NOT a corporation, government, business trust, estate, partnership, or other legal entity, however organized. 				